

TENDER

FOR

**PROVIDING HOUSEKEEPING SERVICES AT
PEROORKADA FACTORY AND PACKAGING
FACILITY, BALARAMAPURAM OF
HLL LIFECARE LIMITED, THIRUVANANTHAPURAM**

**TENDER NO. HLL/PFT/HK/PUR/2018
MAY 2018**

HLL LIFECARE LIMITED

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DISCLAIMER

HLL Lifecare Limited (HLL), Trivandrum has prepared this document to give interested parties background information on the Proposed Services. While HLL Lifecare Limited have taken due care in the preparation of the information contained herein and believe it to be accurate, HLL Lifecare Ltd, any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own enquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information in responding to the tender. The information is provided on the basis that it is non – binding on HLL Lifecare Limited, any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

HLL Lifecare Limited reserves the right not to proceed with the work/service or to change the configuration of the work/service, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

No reimbursement of cost of any type will be paid to persons or entities applying to the tender.

SCHEDULE FOR SUBMISSION OF TENDER

EVENT	DATE
Date of downloading of documents	24.05.2018 – 14.06.2018
Last date and time for submission of completed tender	14.06.2018 15.00 hrs
Date and time for Opening of technical Bid	14.06.2018 15.30 hrs

The completed tender should be submitted before the due date and time of submission at the following address.

SENIOR MANAGER(PURCHASE)
HLL Lifecare Limited,
PEROORKADA FACTORY ,
PEROORKADA
Thiruvananthapuram- 695 005
Phone - 0471 2432880,2438729

**HLL LIFECARE LIMITED
(A GOVT. OF INDIA ENTERPRISE)**

Tender No. HLL/PFT/HK/PUR/2018

24.05.2018

NOTICE INVITING TENDER

HLL Lifecare Limited invites tender for the following work/service:

Name of work/service	Resources to be provided	Document Cost	Earnest money deposit (EMD)
The scope of work/service includes: Housekeeping Services at 1) PFT 2) Balaramapuram Depot	a. Manpower: 60 Nos. including supervisors b. Consumables: Housekeeping consumables and amenities c. Equipment and chemicals for housekeeping services	Rs.525/-	Rs. 2 lakhs

SSI/MSE units Registered with UDHYOG ADHAR shall provide their valid registration certificates and units under micro and small category will be exempted from tender fee and EMD amount subject to verification of the registration certificates.

Other details

Date of downloading of documents : 24.05.2018 – 14.06.2018
Last Date and time of submission : 14.06.2018, 15:00hrs
Date and time of opening : 14.06.2018, 15:30hrs

**SENIOR MANAGER(PURCHASE)
HLL Lifecare Limited**

DEFINITIONS

“APPLICANT” means a reputed Indian firm/individual/ charitable society registered under charitable society act having the required experience that has purchased the tender and applied for the same.

“APPLICATION” means the tender document submitted by an Applicant interested in the work/service in the prescribed format

“HLL” means HLL Lifecare Limited, Peroorkada factory, Trivandrum.

“YEAR” means “Financial Year” unless stated otherwise.

“CHO” Corporate Head Office

“PFT” means Peroorkada Factory

SECTION I

BRIEF PARTICULARS OF THE WORK

1. Salient details of the work/services for which tender is invited is as under:

Name of work/service	Resources to be provided
The scope of work/service includes: Housekeeping work /Services at 1) Peroorkada Factory (PFT) 2) Balaramapuram Depot	a. Manpower: 60 Nos. including supervisors b. Consumables: Housekeeping consumables and amenities c. Equipment and chemicals for housekeeping services

2. The sites are situated at Thiruvananthapuram.
3. The period of work/service shall be two years which may be extended on mutual consent for one more year.
4. The applicant shall provide the following services:

Housekeeping Services at

- 1) Peroorkada Factory.
- 2) Balaramapuram Depot

**HLL LIFECARE LIMITED
(A Government of India Enterprise)**

NOTICE INVITING TENDER

1. Tender is invited from reputed applicants/firms/Individuals/charitable society registered under charitable society act for Providing Housekeeping services at manufacturing facility, Peroorkada and packaging unit, Balaramapuram of HLL Lifecare Limited, Thiruvananthapuram.
2. Intending applicants should inspect the buildings and make judicious assessment of the extent of services to be provided.
3. The tender documents can be downloaded from the web site www.lifecarehll.com or Central Public Procurement Portal and the cost of tender document of inclusive of GST is Rs. **525/-** (Rupees One Thousand five hundred and twenty five only) shall be submitted along with the tender in a separate sealed cover marked as "Document Cost" in the form of DD taken in favour of HLL Lifecare Limited payable at Thiruvananthapuram failure of which the tender will be rejected.
4. Tender documents, **which should be placed in sealed envelopes, as prescribed in Para 11 of Section II (Information & Instructions to Applicants)**, will be received by **Senior Manager (Purchase), HLL Lifecare Limited, Peroorkada Factory, Peroorkada P.O. Thiruvananthapuram- 695005** up to **15:00hrs on 14.06.2018**. The tender will be opened by the authorized representative in above mentioned office on **14.6.2018 at 15:30hrs**.
5. All tender documents - Technical bids and Price bids shall be opened at **HLL Lifecare Limited, HLL Lifecare Limited, Peroorkada Factory, Peroorkada P.O. Thiruvananthapuram- 695005** in the presence of representatives from HLL Lifecare Ltd and bidders who choose to attend the opening.
6. The scope of work/service shall be as detailed in Section III.
7. The eligibility criteria for qualifying for the tendering process is as detailed in Section II, Information & Instructions for Applicants.
8. Earnest Money Deposit of **Rs.2 lakhs** in the form of a Demand Draft of a scheduled bank issued in favour of HLL Lifecare Limited, Thiruvananthapuram, or in the form of an irrevocable guarantee bond of any scheduled bank or State Bank of India, which should be placed in a separate sealed cover marked "Earnest Money" shall be submitted along with the tenders.
9. The applicant shall be required to deposit an amount equal to 5% of the tendered value of the work/service as performance guarantee in the form of an irrevocable guarantee bond of any scheduled bank or State Bank of India in accordance with the form prescribed within 20 days of issue of letter of acceptance.
10. Applicants are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their applications as to the form and the

nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their application. An applicant shall be deemed to have full knowledge of the site whether he inspects or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The applicant shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access, facilities for workers and all other services required for executing the work/services. Submission of this application implies that the applicant has read this notice and all the documents and has made himself aware of the scope and specifications of the work/service to be done, local conditions and other factors having a bearing on the execution of the work/service.

11. Canvassing whether directly or indirectly, in connection with this application is strictly prohibited and the application submitted by the applicants who resort to canvassing will be liable for rejection.
12. The tender for the work/service shall remain open for acceptance for a period of **120 days** from the date of opening of the application. If any applicant withdraws his tender before the said period or issue of letter of acceptance/intent, whichever is earlier, or, makes any modifications in the terms and conditions of the tender which are not acceptable to the HLL, then the HLL shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid.
13. This Notice Inviting Tender shall form a part of the Contract Document. In accordance with clause 1 of the contract, the letter of acceptance shall be issued first in favour of the successful Applicant. On such communication of acceptance, the successful Applicant shall, within 20 days from such date, formally sign the agreement consisting of:-
 - a) The Notice Inviting Tender, tender documents including scope of work/service, and other documents if any as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
 - b) Agreement signed on a non-judicial stamp paper. The Performa for the same will be given along with the Letter of acceptance.

**SENIOR MANAGER (PURCHASE)
For HLL Lifecare Limited**

SECTION II

INFORMATION & INSTRUCTIONS FOR APPLICANTS

1.0 General:

- 1.1 Letter of transmittal is given in Section IV.
- 1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a “nil” or “no such case” entry should be made in that column. If any particulars/query is not applicable in case of the applicant, it should be stated as “not applicable”. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications received late will not be entertained.
- 1.3 The application should be neatly type-written in English. The applicant should sign each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the qualification document are numbered. Additional sheets, if any added by the applicant, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed by the client.
- 1.6 The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work/service. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification document unless it is called for by the **HLL**.
- 1.7 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work/service in HLL Lifecare Limited.

2.0 Method of Application:

- 2.1 If the applicant is an individual, the applicant shall affix his Signature above his name type written in full along with his current address.

2.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his name type written in full along with the full name of his firm and its current address.

2.3 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full type-written names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

2.4 If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

2.5 The applicant at the time of submission of completed tender documents shall submit a demand draft for **Rs.525/-** drawn in favour of HLL Lifecare Limited, Thiruvananthapuram towards cost of the tender document.

3.0 Final Decision Making Authority.

The **HLL** reserves the right to accept or reject any Tender and to annul the Evaluation process and reject all tenders at any time, without assigning any reason or incurring any liability to the applicants.

4.0 Particulars are Provisional

The particulars of the work/service given in Section I are provisional. They are liable to change and must be considered only as advance information to assist the Applicant.

5.0 Site Visit

The applicant is advised to visit the site of work/service, at his own cost, and examine it and its surroundings by himself, collect all information that he considers necessary for proper assessment of the prospective assignment.

6.0 Tender Documents

6.1 The tender documents consist of the following two parts documents

1. Part-I- Technical Bid
2. Part-II- Price Bid

6.2 The applicant is expected to examine carefully all the contents of the tender documents including instructions, conditions, forms, terms etc. and take them fully into account before submitting the offer. Failure to comply with the requirements as detailed in these documents shall be at the applicant own risk.

7.0 Submission of Tender Documents

The tender document shall be submitted in two parts

1. Part- I- Technical Bid, Tender document cost & EMD
2. Part-II- Price Bid

7.1 Part –I Technical Bid shall consisting of the following,

a. Earnest Money Deposit

Earnest Money Deposit, as detailed in NIT, placed in a separate sealed envelope and duly marked “Earnest Money Deposit”.

b. Power of Attorney

Attested copy of Power of Attorney (in favour of the authorized signatory of the applicant) to submit the tender.

c. Signed copies of Tender Document,

d. Letter of transmittal

The applicant should submit the letter of transmittal attached with this document.

e. Financial information

Applicant should furnish the Annual financial statement for the last five years (in Form “A”)

f. Experience in works/services / similar works/services

Applicant should furnish the following:

- A. List of all works/services of (similar class mentioned in the eligibility criteria) successfully completed during the last five years (in Form “B”).
- B. List of the Contracts under execution or awarded (in Form “C”).
- C. Particulars of completed works/services and performance of the applicant should be furnished separately for each work/service completed or in progress (in Form “D”).

g. Organization information

Applicant is required to submit the following information in respect of his organization in Form “E”

- A. Name & Postal Address, Telephone & Fax Number etc.
- B. Copies of original documents defining the legal status, place or Registration and principal places of business
- C. Names & Title of Directors and Officers to be concerned with the work/service, with designation of individuals authorized to act for the organization.

- D. Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- E. Authorization for **HLL** to seek detailed references.
- F. **Number of Technical & Administrative Employees in parent company Subsidiary company and how these would be involved in this work /service (in Form "E-I").**

7.2 Part –II Price Bid shall consist of the Completed Price bid.

8.0 Eligibility Criteria for Qualification

The applicants who meet the following criteria only shall be considered for price bid opening.

8.1 The applicant should have executed at least one work/service of value **Rs.57 lakhs** of providing miscellaneous/secondary packing /housekeeping works/services in a PSU /Government organization for a continuous period of one calendar year in the past 3 years(Period 01.04.2015 to 31.03.2018)

or

8.2 The applicant should have executed at least two works/services of value **Rs.43 lakhs** each of miscellaneous/secondary packing /housekeeping works/services in a PSU/Government organization for a continuous period of one calendar year during the last 3 years(Period 01.04.2015 to 31.03.2018).

8.3 The applicant should have had an average annual turnover of **Rs. 21 lakhs** for providing miscellaneous/secondary packing /housekeeping works/services in the last 2 years(Period 01.04.2016 to 31.03.2018).

8.5 The applicant should have an office at Thiruvananthapuram.

8.6 The applicant should be in possession and must have deployed walk behind scrubber drier, single disc scrubbing machine, mechanized man lifts for high rise cleaning. Vaccum cleaners and high pressure jet machines to provide mechanized cleaning services at site mentioned for qualifying experience. The applicant should submit documentary proofs along with list of housekeeping equipment in his possession /can be arranged by him.

9.0 Evaluation of Technical Bid

9.1 The applicants will be evaluated in the following manner:

- i) The initial criteria prescribed in Para 8.1 to 8.6 above in respect of experience of similar class of works/services completed, bidding capacity and financial turn over etc. will first be scrutinized and the applicant's eligibility for qualification for the work/service shall be determined.
- ii) The applicants qualifying the initial criteria as set out in para 8.1 to 8.6 above will be evaluated for technical competence by a suitable method. HLL,

however, reserves the right to restrict the list of qualified applicants to any number deemed suitable by it

- iii) Even though an applicant may satisfy the above requirements, he would be liable for disqualification if he has:
 - A. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document,
 - B. Record of poor performance such as abandoning work/service, not properly completing the contract, or financial failures/ weaknesses etc.
 - C. If the applicant, or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for poor performance by any organization at any time or ever been convicted by a court of law , their application will be summarily rejected.

9.2 All applicants who qualified based on Technical Bid shall be informed and to attend the price bid opening on prescribed date and time.

10.0 Signing of the application and number of copies

10.1 The applicant shall prepare one original set of the document. The documents (Part I- Technical bid & Part II- Price Bid) shall be stamped and signed on all pages by the person duly authorized to sign on behalf of the Applicant. The power of attorney on a stamp paper authorizing the person to sign and act on behalf of the firm, duly notarized should be submitted.

10.2 The completed tender shall be without alteration, overwriting, interlineations or erasures except those to accord with instructions issued by HLL or as necessary to correct errors made by the applicant. All amendments/ corrections shall be initialed by the person/ persons signing the tender.

10.3 An authorized representative shall have the authority to conduct all Business and incur liabilities related thereto for and on behalf of the Applicant, during the process and thereafter.

11.0 Sealing and Marking of Applications

11.1 The Technical and Price bids shall be sealed in two separate envelopes, super scribed as PART-I Technical bid and PART-II Price Bid respectively. The two covers shall be sealed in a single large envelope and submitted on or before the last date and time for submission of the application. The envelopes shall be titled ***“Providing Housekeeping services at manufacturing facility, Peroorkada and packaging unit, Balaramapuram of HLL Lifecare Limited, Thiruvananthapuram”*** and clearly marked in English with name of the Applicant.

11.2 No responsibility will be accepted by HLL for the misplacement, premature opening of a tender, not sealed or marked as per aforesaid instructions.

12.0 Deadline and Address for Submission of Applications

12.1 Applications shall be submitted to HLL Lifecare Ltd., by hand or through registered post or courier service at the address given below and not later than **15:00 Hrs on 14.06.2018**- In respect of Applications received by post or courier, HLL shall not assume any responsibility for any delayed delivery. Documents submitted in connection with this tender will be treated confidential.

12.2 The Application should be addressed to

**SENIOR MANAGER(PURCHASE)
HLL Lifecare Limited,
Peroorkada factory, Peroorkada.
Thiruvananthapuram- 695 006
Phone - 0471 2437270**

12.3 HLL may, at its discretion, extend the deadline for the submission of tender, in which case all rights and obligations of HLL and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

13.0 Late Submission of Applications

Application received after the dead line of submission of Application shall not be considered or opened under any circumstances.

14.0 Validity of Applications

Application shall be valid for a period of 120 days from the last date of submission of Applications. HLL retain the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

15.0 Amendment of Tender Documents

15.1 At any time prior to the deadline for submission of Applications, HLL either on its own or on request of the Applicant may amend the Tender Documents by issuing addenda.

15.2 An addendum issued shall be part of the Tender Documents and shall be posted at the website of HLL as per the date specified in Schedule for submission of tender. The applicants are advised to check the websites specified above after the last date of issue of addendum and download the addendum issued, if any.

15.3 To give Applicants reasonable time to take an addendum into account in preparing their Applications, HLL may, at its discretion, extend the deadline for the submission of Applications.

16.0 Withdrawal of Tenders

16.1 No modification or substitution of the submitted application shall be allowed.

16.2 An applicant may withdraw its Tender after submission, provided that written notice of the withdrawal is received by HLL before the due date for submission of Applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions.

16.3 The withdrawal notice shall be prepared in Original only and each page of the Notice shall be signed and stamped by authorized signatories. The copy of the Notice shall be duly marked "WITHDRAWAL".

17.0 Price Bid Opening

The price bid of only the qualified applicants will be opened. Evaluation of the financial offer will be based on price quoted by the applicant. Any subsequent alteration in prices shall not be given any cognizance.

18.0 Award Criteria

HLL will award, the contract to the applicant, whose tender has been determined to be subsequently responsive, complete and in accordance with the tender documents, and whose total evaluated price for undertaking the entire project as per the tender documents is the lowest.

19.0 HLL's Right to accept and to reject any or all Tenders

19.1 The HLL reserves the right, without being liable for any damages or obligation to inform the applicant, to:

- A. Amend the scope and value of contract to the applicant.
- B. Reject any or all of the applications without assigning any reason.

19.2 Any effort on the part of the applicant or his agent to exercise influence or to pressurize the HLL would result in rejection of his application. Canvassing of any kind is strictly prohibited.

20.0 Jurisdiction

All disputes arising shall be subject to the jurisdiction of the appropriate court at Thiruvananthapuram, India and will be governed by the laws of India.

SECTION III

SCOPE OF WORK/SERVICE

The applicant shall provide following services,

Sl. no.	Service	Details	No. of Personnel
1	Housekeeping services	Supervisor	2
		Staff	58

Age limit for the manpower to be deployed shall be between 20 - 55 years.

The requirement of male/ female workers will be informed by the HR department to the contractor and he should arrange.

SECTOR I

I. PLANT A

(Time 08.00 AM To 04.00 PM)

1). COMPOUNDING SECTION (Areas-wise cleaning details)

First Floor: Total area – 3875 Sq.ft

Mixing tanks (8 nos), Pearl mill unit & Attritor unit & Accessories (2 nos.), Ball mill unit (1 no), 1% Ammonia tank (1 no.) De-ionizer unit (1 no), De-ionizer water tank (1 no), Chemical box (2 nos.), Chemical stand (2 nos), Weighing balance (3 nos) big & Small types, Hoister, Supervisor Cabin, Furniture's & computers, Eye –Washer, Wash basin, Ammonia plant, Mixer tank platform, Officer's Cabin.

Ground floor :- Total Area – 4757 sq.ft

Supply tanks (24 nos), Sintex tanks (8 nos), Separator (2 nos), Work table (2 nos), Fire Bucket stand, Test tank, Eye washer, Wash basin, Drainage lines, Supervisor's cabin, Officer's cabin, UPS Cabin, Furniture & Computers, Supply tank platform.

Cleaning work/Service to be attended daily		
Sl. NO.	AREAS	EQUIPMENT TO BE USED
1	All glasses & windows, doors of all the section and cabins.	With glass spray, wiper and cleaning towels.
2	The Platform area and Outer surface area of the mixer tank and supply tank, sintex tank (Wet cleaning)	Brushes/mopes
3	All floor areas including staircase, washbasins	Brushes/mopes/Cleaning machine with detergent
4	The containers and chemical vessels used in compounding	Wet cleaning with detergent
5	Outer surface of latex barrels, Storage pallets	Use wet cloth or brush
6	Outer surface of panel boards	Dry cloth/sponge
7	Outer surfaces of Ball unit/Pearl mill/Attritor Mill	Wet cloth/sponge
8	Removal of barrels and carboys and wastes and for transfer to depot.	Manually/with trolleys
9.	Cleaning of inner and outer surface of Chemical boxes and buckets for storage of chemicals.	Using vaccum cleaners/Dry Sponge
10.	De-ioniser unit, 1% ammonia storage tank, deionised water storage tank.	Wet cloth/Sponges
11.	Trolleys, Chemical feed pump units	Wet cloth/Sponges
12.	Centrifuging unit, accessory table, test mixture.	Wet cloth/Sponges
13.	Cleaning of buckets and feed hoses.	Wet Sponge
14.	Cob webs in the section, washroom, rest room and toilet	Broomsticks
15.	Ammonia plant	Brushes
16	Cleaning of Latex feeding station and Platforms	Brushes/Mopes

Cleaning Twice a week		
1	All the furniture, Areas beneath it, Shelves and cupboards, safety boxes/PPEs and Safety equipments, Notice Boards.	Wet/dry Cloth/sponge Vacuum cleaner
2	The outer surfaces of all cleaning water drain pipes and valves of the section	Brushes/mopes/ Clothes/sponges
3	Drain utility lines in the compounding Section.	Brushes/mopes
4	Cleaning of portable type of eye washers & replacement of water.	Sponge / dry cloth
Weekly and as and when required		
1	The ceilings of cabins are to be cleaned including the top portion of the ceilings.	Wet/dry cloth/sponge

(2). MOULDING SECTION (Total area – 11644 sq.ft)

Auxiliary units: - Moulding machines (4 nos), Hot water tanks (2 nos), AHU (1 no), Blower (4 nos), Dehumidifier (4 nos), Demister units (2 nos), Pipe lines Steamlines & Ducting

Cleaning work/service to be attended Daily		
SI. NO.	AREAS	EQUIPMENT TO BE USED
1	All glasses & window panes, of the section and moulding machines.	Brushes/mopes Swipes With glass cleaning Solution
2	All floor areas, and wash basins in the Compounding, moulding and auxiliary unit area, Mould storage room.	Brushes/ mopes /cloth/With detergents
3	The edge roller platforms, Machine Platform and De-humidifier platforms	Brushes/ mopes Vacuum cleaner
4	Any grease, lubricating oil found dripping on to the platform or floors.	Brushes/ mopes With suitable detergents
5	All wastes generated in the section are to be removed and to be handed over to depot/waste yard.	Manually / with Trolley
6	Clean and remove dust from the floor and outer surface of auxiliary equipment inside & outside the moulding section	Vacuum cleaner/brushes/ mops
7	Outer surface of moulding machines, floor, De-humidifier, Blowers (inside moulding) Leaching tanks, Soap tanks anti-sticker tank.	Brushes/mops with detergents
8.	Outer surface of antisticker dosing tanks, hot water filter units and slurry lines.	Wet/dry cloth/Sponge
9.	Cobwebs in the section, washroom, rest room, air lock room.	Broomstick
10	Storage pallets for chemicals in moulding section.	Dry Sponge/Mopes

Cleaning Twice a week		
1	All the areas beneath the furniture's, shelves and containers, PPEs, safety boxes, notice boards, cupboards, storage pallets.	Along with above items vacuum cleaner also
2	The drains must be cleaned of any latex and condoms.	Brushes/mopes
3	Disposal of empty carbouys and to be handed Over to stores dept after detoxification	Manually/ with suitable trolleys
4.	Cleaning the drain line of leaching tank	Brushes/Mopes/Spraying with Water.
5	Cleaning of eye washers & replacement of water from portable eye washers	Sponge / dry cloth
Cleaning Weekly and as and when required		

1	Fire buckets/ safety equipment, storage racks and panel boards are to be cleaned	Wet /Dry cloth
Outer and inner surfaces of dipping tank, leaching tank, and floor area in the dipping tanks and leaching tanks etc. are to be cleaned during clarification works/services and Plant shut downs with scrubber cum drier.		

(3). **VULCANISING SECTION** (Total floor area – 6390 sq.ft)

Automatic vulcanizing & Quenching m/c (16 nos.), Steam lines & Ductings
Manual vulcanizing section

Manual vulcanizing (2 nos.), Quenching machine (2nos.), Dust collector (2 nos). All the doors & windows of all rooms & machineries

On daily basis		
SI. NO.	AREAS	EQUIPMENT TO BE USED
1	All wastes generated in the section are to be separately removed and handed over to stores, depot/transferred to waste yard.	Manually/with equipment
2	Any grease, lubricating oil found dripping on to the platform of vulcanizing machines or on the floors are to be cleaned.	Brushes/ mopes / wash with water.
3	Used silica bags and empty carboys to be removed and handed over to stores, depot/transferred to waste yards.	Manually with equipment
4	All the dusts from the dehydrators, vulcanizing machines and dust collectors are to be removed.	Vacuum Cleaner, Brushes/ mopes/wash with water
5	All floor & wall tiles are to be cleaned.	Brushes/ mopes/ Cleaning machine with detergent
6.	The outer surfaces of all drain pipes; conduits and valves of the section are to be cleaned with moist cloth.	
7.	Vulcanizing Operators cabin.	Brushes/Mopes
8.	Cobwebs, Wash area, air lock room.	Dry Mop sticks, Broomsticks
9.	Outside of silica storage boxes/Pallets	Wet cloth

10.	The drains from plant to ETP must be cleaned of any silica powder, Latex waste and condoms. Filters provided in the drain lines to prevent the flow of condoms to ETP must be cleaned with necessary protective equipments	
Twice a week		
1	All the areas beneath the furniture, shelves and containers are to be cleaned.	Brushes/mopes
2	All PPEs, notice boards, Cupboards of the section, storage pallets, mould storage crates, vulcanising machine crates. are to be cleaned	Brushes/mopes
Outer and inner surface of slurry preparations tank, removal of silica dust from the roof truss will be made during clarification works/services and Plant shut down. Dehydrators are to be cleaned with high pressure water jet scrubbers during clarification works /services or plant shutdown.		

Special attention is to be given to the following places in the above identified area:-

1. Tiled floor, tiled walls and glassed walls, Tables, racks, almirahs, stools and chairs, washbasins, drinking water vessels, doors, windows and ventilators, fans tubes, exhaust fans. display boards, clock, notice boards, panel boards, switchboards, and computers. Moulding machine (4 nos) mixer tanks, supply tanks, sintex tanks, Moisture analyzer, test tanks, chemical containers and all other vessels, Computer; printer and telephones. weighing balances (small and big) and other miscellaneous items not included in this list.

Cleaning of floors

Tiled floors in the above specified areas should be cleaned by using mop sticks (daily) and scrubber cum drier (Wet Moping)(2 times in a week) using suitable detergents.

Cleaning of Tiled walls & glass walls

Walls & wall tiles, roofs in the above specified areas should be cleaned daily in General Shift using mop sticks and portable type vacuum cleaners (2 times in a week).

Cleaning should be done in walls & wall tiles using suitable detergents, which are eco-friendly, and dry moping in the case of roofs.

Cleaning of Moulding machines, Mixer/Supply/ Sintex /Aging tanks, Automatic Vulcanizing Machines, Manual Vulcanizing and Quenching Machines, Computers, Printer and Telephone, Weighing Balances, Furniture's, Glasses etc. & Dust removal on top surface and body of the Machines/Equipments using Vacuum cleaners / dry moping and wet moping will be daily, once in general shift.

Disposal of wastes from the respective waste bins and the cleaning of waste bins.

The wastes are to be kept in respective waste bins.

All the waste kept in the bins should be cleared once in a day in General Shift and should be taken to the respective waste yards and kept them in order and the Yards should be maintained in good appearance.

All Furniture including Tables, Chairs, Shelves/ Racks, Cupboards, Computer tables, etc. should be cleaned with wet mop or a piece of cloth daily once in general shift.

All Glass Windows/ Doors, Glass portions of Cabins, Display Boards etc. should be cleaned with wet mop or a piece of cloth daily once in general shift

Cobwebs should be removed from all the areas with mopes/portable type vacuum cleaners daily once between 6.00 hrs and 14.00 hrs (1st shift)

Cleaning of vulcanizing section:-

1. The Vulcanizing section floors are to be cleaned using brushes and is to be kept neat.
2. The dust generated from the vulcanizing machines are to be cleaned on daily basis using vacuum cleaners.
3. The dust accumulation under the vulcanizing machines are to be cleaned using vacuum cleaners and brushes / mopes on a daily basis.
4. Cleaning inside vulcanizing barrels / chute in vulcanizing machine to be cleaned during clarification / plant shut down.

II. JNCMWC BUILDING

Sl. No	Area / Items to be cleaned & cleared	Frequency
1	All dining tables chairs Remove food wastes, plates all types of steel glasses, jugs, tea pots, other dishes from the dining tables and wash these items	Breakfast hrs, Lunch hrs, Dinner and other tea hrs
2	Wash all the canteen utensils	5.00 p.m. to 10.00 p.m (Daily)
3	Timely cleaning & clearing the food wastes at the food service counters	Breakfast hrs, Lunch hrs, Dinner and other tea hrs
4	Collect the waste from dust bins/ waste bins and dispose them.	After evening food service.
5	Dusting of windows Ledges and horizontal surfaces and sunshades	Daily
6	Kitchen area to be cleaned.	Always
7	Sweep and wash and mop dining halls and kitchen and all other halls hard floor	Breakfast hrs, Lunch hrs, Dinner and other tea hrs
8	Cleaning of Conference hall and technical, library floor, furniture and fixtures etc	Daily and as and when required
9	Cleaning of toilets, wash basins, urinals	Every two hours/ Continuously

10	Sweeping and washing approach areas all exits	Morning and Evening
11	Front entrance near staircase, first floor open area	Continuously wet and dry mopping
12	Scrubbing of floors at the front entrance	Twice in a week
13	Dining halls, kitchen and staircases scrubbing and other including conference hall	Twice in a week
14	Cabinets used for keeping vegetable items.	Daily
15	Cob-web removing from entire building	Daily
16	All door knobs, switches, fans, lights, all cabinets, fixtures and fittings.	Once in a week
17	Store area & Rest Room	Daily
18	Hot water cleaning of the plates and pots	Once in a week
19	Scrubbing should done with Scrubbing machine.	
<p>Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work/service.</p>		

III. ENGINEERING

(1) ELECTRICAL

Total floor area – 1500 Sq.ft

Sl. No	AREA AND EQUIPMENTS
1	Cleaning of Floor, Wall and roof in the substation. It includes cleaning of all the main panel boards, secondary panel board, HT panel boards and HT DG control panel in the substation – cleaning should be done under the supervision of section Supervisor.
2	Cleaning of DG set Alternator and the DG set rooms (LT & HT), Transformer yard and RMU yard.
3	Cleaning of Electrical Workshop area, Rest rooms & Toilets and surroundings of Electrical Section & cable yard.
4	Collection of wastes in respective colour-coded waste bins and clearing of waste bins.
5	Cleaning of furniture, personal computer, glass windows, doors, glass portions of cabins, display boards etc. in Electrical Section.
6	Removal of cobwebs from all areas of Electrical Sections.

PROCEDURE FOR HOUSE KEEPING IN ELECTRICAL SECTION :

Cleaning of floor should be done using mop sticks, scrubber cum drier or portable type vacuum cleaner and suitable detergent daily. The waste bin should be cleared and cleaned daily. Cleaning of all furniture, computers, glass windows, glass portions of cabin, doors etc. should be done with wet mop or a piece of cloth daily. Cobwebs should be cleaned from all the areas with mopes or portable type Vacuum cleaners. All the above said cleaning should be done between 06.00 hrs and 09.00 hrs daily.

(2) **INSTRUMENTATION (AREAS)**

Supervisor Cabin, Main workshop area, Washroom Dressing room, Store room, Scrap room & Calibration lab.

Sl.No.	AREA
1	Cleaning of floor and floor tiles in the above mentioned areas
2	Cleaning of wall and wall tiles/roof/ceiling etc in the above-mentioned areas.
3	Cleaning of electric light frames, panel boards, electric fans.
4	Cleaning of all glass windows, display boards, hand rails, aluminum doors, work bench (3 nos), Table (2nos), cub board & Racks – 5 nos. Almira – (3 nos.)and office cabins, storage racks for files, computers, printer UPS etc.
5	Cleaning of cobwebs from the above mentioned areas.
6	Cleaning of cooler, eye washer, fire extinguisher etc.
7	Collection and disposal of all sort of wastes from the above mentioned areas.
8	Wet mopping should be done in appropriate areas
9	Dry moping should be done using dungry clothes, sponges, vacuum cleaners etc in appropriate places. All detergents, cleaning solutions etc should be eco friendly.
Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work/service.	
FREQUENCY OF WORK/SERVICE : Daily	

(3) **MECHANICAL SECTION**

Floor –394 m2, Wall tiles –238 m2
 Cabins: Floor tiles –50 sq.ft m, Wall tiles – 116 sq.m
 Wedding Room: 28 sq.m
 Way to workshop: Floor- 38 sq m, Tiles – 35 sq.m

Sl. No.	AREA AND EQUIPMENTS
1	Cleaning of Kota stone laid floors of Mechanical workshop and welding room , tiled floors in all the cabins (5 nos) of Mechanical workshop , floors of lubrication room , annex of workshop and mini store of Mechanical workshop, Tiled walls/walls and skirting of Mechanical workshop, welding room, lubrication room, mini store, annex of workshop, Tiled walls of all the cabins (5 nos) of Mechanical Workshop.
2	Cleaning of outer surface and bed of all the lathes, shaper, surface grinder, drilling machine, milling machine, power hacksaw etc. and cleaning of various spare parts in workshop and mini store.
3	Collection of wastes in respective color-coded waste bins and clearing of waste bins.
4	Cleaning of all furniture including tables, chairs, shelves/racks, cupboards and almirahs, computers, computer tables, etc. in Mechanical workshop, welding room, mini store, cabins and rest room.
5	Cleaning of all glass windows/ doors, glass portions of cabins, display boards etc. in Mechanical workshop.
6	Removal of cobwebs in all areas of Mechanical workshop.
7	Mechanical shift room near Packing section – cleaning of floors & furniture's, wash basins – mop sticks, vacuum cleaner, suitable detergents wash basin brushes etc.
Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quantity solution used for and cleaning materials used for above work/service.	

PROCEDURE FOR HOUSE KEEPING IN MECHANICAL SECTION:

1. Cleaning of floors/Kota stone/tiled floors/ other floors should be done using mop sticks and scrubber cum drier (Wet Moping) daily between 06.00 hrs and 09.00 hrs using Mop sticks & once in week with Scrubber cum drier preferably on Sundays.
2. Cleaning of Tiled walls & other walls & skirting of Mechanical workshop, cabins, welding room, lubrication room, mini store, annex of workshop should be done with wets mopes mop sticks and portable type vacuum cleaner and suitable detergents, (dry moping in the case of roofs) daily between 6.00 hrs and 10.00 hrs using Mop sticks & Once in week with vacuum cleaner preferably on Sundays.
3. Cleaning of outer surface and bed of all the lathes, shaper, surface grinder, drilling machine, milling machine, power hacksaw etc. and various spare parts in workshop and mini store should be done using vacuum cleaners and by dry moping and wet moping daily once between 06.00 hrs and 09.00 hrs.

4. The wastes are to be collected in to respective color-coded waste bins and all the waste bins should be cleared cleaned once in a day between 6.00 hrs and 9.00 hrs.
5. Cleaning of all furniture including tables, chairs, shelves/racks, cupboards and almirahs, computers, computer tables, etc. in Mechanical workshop, welding room, mini store, restroom and cabins should be cleaned with wet mop or a piece of cloth daily once between 6.00 hrs and 10.00 hrs.
6. Cleaning of all glass windows/ doors, glass portions of cabins, display boards etc. should be done with wet mop or a piece of cloth daily once between 6.00 hrs and 10.00 hrs.
7. Removal of cobwebs in all areas of Mechanical workshop should be removed from all the areas with mopes/portable type vacuum cleaners daily once between 06.00 hrs and 10.00 hrs.

(4) UTILITY SECTION

Floor tiles : – 381 sq.ft m, Tiles for NACL storage–10 sq.ft m,
 Compressor room : - Floor –215 sq.ft
 Chiller room : - Floor –196 sq.ft m
 D/g area : - Floor –225 sq.ft m

SI.No.	AREA AND EQUIPMENTS
1	Cleaning of Kota stone laid floors/tiled floors of boiler house and its cabins, chiller room, air compressor room, diesel generator room, utility workshop and A/C workshop using mop sticks and scrubber cum drier (Wet Moping) with suitable detergents, which are eco friendly. Once in a day between 06.00 am and 9.00 am using Mop sticks. Once in week with Scrubber cum drier preferably on Sundays.
2	Tiled walls / walls, roofs and skirting of boiler house and its cabins, chiller room, air compressor room, diesel generator room, utility workshop and A/C workshop are to be cleaned using mop sticks and portable type vacuum cleaner using suitable detergents, which are eco-friendly, and dry moping in the case of roofs Once in a day between 06.00 am and 09.00am using Mop sticks Once in week with vacuum cleaner preferably in Sundays.
3	Collection of wastes into respective color-coded waste bins and clearing the wastes from the bins Once in a day between 06.00am and 09.00 am.
4	Cleaning of all furniture including tables, chairs, shelves/racks, cupboards and almirahs, computers, computer tables, etc. in boiler house, chiller room, air compressor room, diesel generator room, utility workshop, A/C workshop, rest rooms and cabins with wet mop or a piece of cloth daily once between 06.00am and 10.00 am

5	Cleaning of all glass windows/ doors, glass portions of cabins, display boards etc. in boiler house, chiller room, air compressor room, diesel generator room, utility workshop, A/C workshop with wet mop or a piece of cloth daily once between 06.00am and 10.00am.
6	Removal of cobwebs in all areas of boiler house, chiller room, air compressor room, diesel generator room, utility workshop, A/C workshop mopeds/portable type vacuum cleaners daily once between 06.00am and 10.00 am.
7	New chiller plant floor area – wet moping with eco-friendly detergents and dry moping.
8	Boiler house (new boiler area) - wet moping with eco-friendly detergents and dry moping.
9	One cabin in the workshop - cleaning of floors & furniture cleaning – using hand brushes, wipers for glass cleaning etc.
Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution are to be used for the above work/service	

IV. EFFLUENT TREATMENT PLANT & BIO GAS PLANT

(1) EFFLUENT TREATMENT PLANT

Sl.No.	AREA AND EQUIPMENTS
1	Floor in ETP, Cabin floor of ETP operators, Floor of chemical store -Daily.
2	Floor washing of final outlet of ETP and cascade. Daily.
3	Removal of floating waste from all drains and all tanks. As and when it comes
4	Removal of cobwebs from chemical store & cabin. Weekly once
5	Cleaning of floor of ETP operators cabin. Daily.
6	Cleaning of filter press operation areas – daily.
7	Cleaning of Nutsche filter area in Plant A, B & C daily
8	Cleaning of drain leading from the final outlet to the channel attached to the outside of factory premises to avoid blockage – daily.

(2) BIO GAS PLANT

Sl.No	AREA AND EQUIPMENTS
1	Floor cleaning of Bio gas Plant area. Daily.

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution are to be used for the above work/service

V. REST ROOM HOUSEKEEPING

The following equipments and consumables shall be used for Housekeeping of Rest Rooms and all kinds of its attached rooms in the Sector.

(a) Equipments :-

1. Cotton Mopes
2. Hand brushes
3. Closet brushes
4. Washbasin brushes
5. Nylon brooms
6. Wipers
7. Scrubbing machine, Vacuum cleaner etc.
8. Other superior Equipments.

(b) Consumables :-

1. Urine Cake
2. Naphthalene balls
3. Stain remover (to be used once in a week in all areas)
4. Bleach water (to be used Fortnightly in all areas)
5. Room Freshener (to be used daily)
6. Odonil (to be kept in the innovated areas of the Company always)
7. Soap solution (to be used for every wash in all areas.

Workers will be engaged for following shifts/Timing separately

General Shift 8.00 am to 4.00 pm	Sales, Purchase, Stores & Depot, IGS, Co-operative society, Bank and Creche, Lube plant, All Officers Rooms and Estate
Round the clock (1 st shift, 2 nd Shift, 3 rd Shift)	All Gents Rest Rooms, Ladies Rest rooms, Rest rooms in Plant A, Engineering etc.

The worker engaged for rest room cleaning in a particular area will not be engaged or transferred to other in the sector during the day.

Methods

1. All the rest rooms and its all kind of attached rooms in the Sector should be maintained in good condition by hourly cleaning unhygienic appearance is disturbing the areas. The house keeping activities in the above said areas will be performed by using the above said materials and equipments. The entry of the above said items brought in to the Company will be made in the entrance gate register in order to ensure its use.
2. All kind of steel and wooden Furniture and Glasses, Doors, windows should be maintained in good appearance by appropriate house keeping methods.

- Cobwebs should be removed from the areas.

VI. DISTRIBUTION OF HOT DRINKING WATER

To be done :

- To provide Hot drinking water to all the sections under this Sector. The transportation, man power and the can for carrying water shall be arranged by the contractor at his own cost.
- To ensure that the sufficient drinking water is available in the sections during working hours in the sections without any time limit.
- The person engaged for water supply shall be healthy hygienic and without any kind of infection / diseases. The person engaged shall be exclusively for the work/service. No other work/service shall be assigned to him in addition to the water supply.
- The person shall wear mask, cap, gloves and separate uniform not similar to the house keeping workers to ensure hygienic.
- To get the signature of the APM / SAPM of the section at 10.00 AM, 1.00 PM and at 10.00 PM as proof of availability of drinking water in the Section and produce this certification to Staff concerned at HR dept. daily at 04.00 pm for verification.
- The can used for carrying water will be always clean and hygienic. The can will be neatly cleaned daily with good quality detergent and hot water.

SECTOR II

1. PLANT B, C & D

1. COMPOUNDING SECTION

Auxiliary units:- Mixing tanks (6 nos), Supply tanks(40 nos), Sintex tanks (8 nos), Sand grinder, Attritor mill unit(3units), 1 % Ammonia tank, De-ionizer unit , De-ionizer water tank, Chemical box, weighing balance, Drying oven, Work table, Supervisor Cabin , Furniture & Computer, Eye –washer, Wash basin.

Cleaning work/service to be attended daily		
SI. NO	AREAS	EQUIPMENT TO BE USED
1	All glasses & windows, doors of all the section and cabins	With glass spray, wiper and cleaning towels.
2	The Platform area and Outer surface area of the mixer tank and supply tank, sintex tank (Wet cleaning)	Brushes/ mopos

Tender for Housekeeping services at Peroorkada factory & Packaging unit of Balaramapuram, HLL, Thiruvananthapuram

3	All floor areas including staircase.	Brushes/ mopes/ Cleaning machine with detergent.
4	The containers and chemical box used in compounding	Wet cleaning with detergent/ Vacuum cleaner/dry sponges
5	Outer surface of latex barrels, Storage pallets	Use wet cloth or brush
6	Outer surface of panel boards	Dry cloth/sponge
7	Outer surfaces of Attritor Mill/Sand Grinder	Wet cloth/sponge
8	Removal of barrels and carboys and wastes and for transfer to depot.	Manually/with trolleys
9.	Cleaning of inner and outer surface of Chemical boxes and buckets for storage of chemicals.	Using vaccum cleaners/Dry Sponge
10	De-ioniser unit,1% ammonia storage tank, deionised water storage tank.	Wet cloth/Sponges
11	Trolleys, Chemical feed pump units	Wet cloth/Sponges
12	Centrifuging unit, accessory table, test mixture.	Wet cloth/Sponges
13	Cleaning of buckets and feed hoses and PVC pallets for storage of chemicals	Wet Sponge
14	Cob webs in the section, washroom, rest room and toilet	Broomsticks
15.	Cleaning of Latex feeding station and Platforms	Brushes/Mopes

Cleaning Twice a week

1	All the furniture, Areas beneath it, Shelves and cupboards, safety boxes/PPEs and Safety equipments, Notice Boards.	Wet/dry Cloth/sponge Vacuum cleaner
2.	The outer surfaces of all cleaning water drain pipes and valves of the section	Brushes/ mopes/ Clothes/sponges
3.	Drain utility lines in compounding section	Brushes/ mopes
4.	Cleaning of portable type eye washers & replacement of water.	Sponge / dry cloth

Weekly and as and when required

1.	The ceilings of cabins are to be cleaned including the top portion of the ceilings, glass panes, aluminum door.	Wet/dry cloth/sponge
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II. MOULDING SECTION (PLANT B & C,D)

Moulding machines (10nos), Dehumidifier (2 nos).

Auxiliary units:- Hot water tank (3 no), Blower unit (6 nos), Demister (2 no), Okamoto(4), Richter(6 nos)

Cleaning work/service to be attended Daily		
SI.NO	AREAS	EQUIPMENT TO BE USED
1	All glasses & window panes, of the section and moulding machines and the cabin of rrt machines and salvaging room.	Brushes/ mope swipes with glass cleaning solution
2	All floor areas and wash basins	Brushes/ mopes/ Cloth with detergents
3	The edge roller platforms, Machine Platform and De-humidifier	Brushes/ mopes Vacuum cleaner
4	Any grease, lubricating oil found dripping into the platform or floors.	Brushes/ mop with suitable detergents
5	All wastes generated in the section are to be removed and to be handed over to stores/waste yard.	Manually / with Trolley
6	Clean and remove dust from the floor and outer surface of auxiliary equipment inside & outside & dust collector area.	Vacuum cleaner/ brushes/ mops
7	Outer surface of Moulding machines, Leaching tanks, Soap tanks anti-sticker tank, Brushing unit.	Brushes/ mopes with detergents
8.	Outer surface of antisticker dosing tanks, hot water filter unit & slurry lines.	Wet/dry cloth/sponge
9.	Cobwebs in the section, washroom, Air lock room.	Broomstick

Cleaning Twice a week		
1	All the areas beneath the furniture's, shelves and containers, PPEs, safety boxes, notice boards, cupboards, storage pallets.	Along with above items vacuum cleaner also
2	The drains must be cleaned of any latex and condoms.	Brushes/ mopes
3	Disposal of empty carboys and to be handed over to depot.	Manually/ with suitable trolleys
4.	Cleaning of portable type eye washers & replacement of water.	Sponge / dry cloth

Cleaning Weekly and as and when required		
1	Fire buckets/ safety equipment, storage racks and panel boards are to be cleaned	Wet cloth
2	Outer and inner surfaces of dipping tank, leaching tank, and floor area in the dipping tank/leaching tank etc. are to be cleaned during clarification works/services and Plant shut downs	Brushes
3	Cleaning the drain lines of leaching tank.	Brushes/Mopes/Spraying with water

III. VULCANISING SECTION (PLANT B & C&D)

Total floor area – 6390 sq.ft

Okamoto (Automatic) (8 nos), manual vulcanising machine (2 No), manual quenching machine (2 no), Tumbler (8 nos.) , Washing machine (7nos), Spin Dryer (7 nos), supervisor's cabin , Officers cabin, operators cabin, Furniture & Computers, all the steam lines , pipe lines & ducting, all the doors & windows of all rooms & machineries.

On daily basis		
SL.No	AREA	EQUIPMENT NEEDED
1	All wastes generated in the section are to be separately removed and handed over to stores dept./ depot/ transferred to waste yard.	Manually/with equipment
2	Any grease, lubricating oil found dripping into the platform or on the floors are to be cleaned.	Brushes/ mopes/ wash with water
3	Silica bags and carboys to be removed and to be handed over to stores dept./transferred to waste yard.	Manually with equipment
4	All the dusts from the dehydrators, vulcanising machines and dust collectors are to be removed.	Vacuum Cleaner, brushes/mopes/ wash with water
5	All floor & wall tiles are to be cleaned.	Brushes/ mopes/ Cleaning machine with Detergent
6	The outer surfaces of all drain pipes, conduits and valves of the section are to be cleaned with moist cloth	
7	The drains from plant to ETP must be cleaned of any silica powder, Latex Waste and condoms. Filters provided in the drain lines to prevent the flow of condoms to ETP must be cleaned necessary protective equipments	
8.	Vulcanizing operators cabin & officers cabin.	Brushes/Mopes

9.	Cobwebs, wash area, rest room, air lock rooms.	Dry Mopes, Broom sticks
10	Cleaning of pallets for storage of precipitated silica & vulcanizing chemicals	Dry Mopes, Vacuum cleaner
11	Cleaning outer and inner surface of Wooden stainless steel chemical box for storage of chemicals in rrt machine.	Using dry sponge/vacuum cleaner
12.	Cleaning the outer surface of washing machines, Spin drier and Tumbling machines.	Brushes, Dry sponge

Twice a week		
1	All the areas beneath the furniture, shelves and containers are to be cleaned.	Brushes/mopes
2	All PPEs, notice boards, Cupboards of the section, storage pallets, mould storage crates, vulcanizing machine crates are to be cleaned	Brushes/mopes
3	Cleaning the inner surface of washing machines and tumblers	Brushes
Outer and inner surface of slurry preparation tank, removal of silica dust from the roof truss will be made during clarification works/services and plant shutdown. Dehydrates are to be cleaned with high pressure water during clarification works /services or shut down.		

Special attention is to be given to the following places in the above identified area:-

1. Tiled floor, tiled walls and glassed walls Tables, racks, almirahs, stools and chairs, washbasins, drinking water vessels doors, windows, and ventilators. fans tubes, exhaust fans, display boards, clock, notice boards, panel boards, switchboards, and computers. Moulding machine mixer tanks, supply tanks, sintex tanks, Moisture Analyser, test tanks, chemical containers and all other vessels. Computer; printer and telephones. weighing balances (small and big) and other miscellaneous items not included in this list.

I. Cleaning of floors

Tiled floors in the above specified areas should be cleaned by using mop sticks(daily) and scrubber cum drier (Wet Moping)(2times in a week) using suitable detergents, which are eco friendly.

II. Cleaning of Tiled walls & glass walls

Walls & wall tiles, roofs in the above specified areas should be cleaned daily in General Shift using mop sticks and portable type vacuum cleaners (2 times in a week).

Cleaning should be done in walls & wall tiles using suitable detergents, which are eco-friendly, and dry moping in the case of roofs.

III. Cleaning of machines

Cleaning of Moulding machines, Mixer/Supply/ Sintex /Aging tanks, Automatic Vulcanizing Machines, Manual Vulcanizing and Quenching Machines, Washing machines, Spin dryers, Tumbling machines, Computers, Printer and Telephone, Weighing Balances, Furniture's, Glasses, etc. & Dust removal on top surface and body of the Machines/Equipments using Vacuum cleaners / dry moping and wet moping will be daily, once in general shift. Cleaning inside the vulcanizing barrels / chute in vulcanizing machine to be cleaned during clarification / plant shut down.

Disposal of wastes from respective waste bins and the cleaning of waste bins.

The wastes are to be kept in respective waste bins.

All the waste kept in the bins should be cleared once in a day in General Shift and should be taken to the respective waste yards and kept them in order and the Yards should be maintained in good appearance.

All Furniture including Tables, Chairs, Shelves/ Racks, Cupboards, Computer tables, etc. should be cleaned with wet mop or a piece of cloth daily once in general shift.

All Glass Windows/ Doors, Glass portions of Cabins, Display Boards etc. should be cleaned with wet mop or a piece of cloth daily once in general shift.

IV.PACKING & OLD GLOVES PLANT AREA

PROCEDURE:

Cleaning of floor & floor tiles and walls of Primary packing entrance & BRT hall.

Floor and floor tiles and walls of Primary packing hall 1, 2, 3 and 4, wash room, toilet, change room, foil storage room, foil issue area, foil stamping area, condom storage & issue area, silicon oil storage & issue area, flavour storage area, strip storage area, secondary packing area, AHU rooms, rework area – dry and wet moping using Mop sticks, scrubber cum drier and portable type vacuum cleaner.

Furniture, weighing balance, testing equipments, personal computers, filling tables, wrapping machines, chairs, equipments in wash rooms, liveries in the wash room and all show cases, all glass windows display boards, hand rails, aluminium door and office cabins, storage racks. – dry / wet mop, brush and cloth.

Cleaning of all crates – water cleaning using brush and soap solution.

- Outer surface of machinery and its accessories – dry moping brush and cloth – **to be done when machine is idle**

- Inside and bottom of packing machine – dry moping brush, mop sticks and cloth / sponge.
- Removal of cobwebs – dry mopes or portable type vacuum cleaner.
- Collection and disposal of machine and other waste.
- Disposal of empty silicon oil barrels.
- Cleaning of inside surface of pet jars containing silicon oil – sponge / banyan cloth.
- Cleaning of rest rooms and corridors – dry / wet mop,, brush and cloth.
- Packing department premises.

V. STORES

Areas: -

(1) Receipt Store including Officer room (2) Engineering stores, (3) Chemical stores, (4) Stationary stores, (5) Sit-Out & Storage area, Beneath the staircase of the Commercial Complex, (6) Quarantine store, (7) Foil Store, (8) Sulphur Store (9) Sit room (10) Corrugated box storage area (11) Ammonia store (12) Silicone Oil Storage area near IGS (13) Silica / Zinc Oxide store (14) Pipe & Hardware store (15) Gas cylinder room (16) Oil & Lubricants room (17) Cellar area of Augmentation plant (Vertical storage system), (18) Depot Officer room (19) Gloves Plant including Finished Goods Storage area and Packing Material storage area (20) Rejected material storage area (21) Old Project office area (22) Latex storage areas – (a) Old canteen (b) New Shed (c) near Packing (d) near Compounding Plant B (e) near new cellar (23) Head Load Workers Waiting Room (24) Wallet & Carton Storage area (25) HSD storage area.

Type of cleaning:

Sweeping, Dusting, Wet & Dry moping, Removal of cobwebs, Clearance of wastes. Removal of outer packages of incoming materials including wooden scraps.

Cleaning Method & Frequency

Once in a day	
Sweeping	Floors of all the stated storage area
Dry moping	Cupboards, furniture, computer systems existing in the various storage areas of the Stores Department & the materials kept on various racks
Dusting	Furniture, computer systems existing in all storage areas of Stores
Wet moping	All the stated areas against sl.nos. 1, 2, 3, 4, 5,8,18,20,23 – once in a day.
Clear waste bins	From all waste bins provided in the section

Outer packages of incoming materials including wooden pallets will removed from where ever it found in the store (at the time of generation itself)	
Once in a Week	
Wet moping	All the stated areas against sl. nos. 6, 7,9, 10, 14, 15 , 16, 24 & 26 – once in a week.
Cobwebs removal	From all the areas stated above
Twice in a Week	
Dry moping	All types of racks, light fittings, fans & other equipments used in various stores
Wet moping	All the stated areas against sl. nos. 11,12,13,17,19,21 & 22
Dusting	All types of racks, roof-ceiling & walls of the various storage area & the materials kept on various racks

Hand brushes, Wash basin brushes, wipers for glass cleaning, cotton mops, floor mopping, nylon brushes, scrubbing machines, vacuum cleaners (Wet & Dry) and other superior equipments and good quality solution used for and cleaning materials for above work/service

VI. SALES DEPARTMENT

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors (Sq.ft.)	Once in a week
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Toilet	Daily 3 times
4	Approach areas to the section	Daily
5	Other Office equipments	Daily
6	Almirahs top, Racks, cleaning	Once in a week
7	Wall and Wall tiles	Daily
8	Soap solution to be provides at the wash basins,	For each wash
9	Any other work/service with same purpose	As and when required

Hand brushes, Wash basin brushes, wipers for glass cleaning, cotton mops, floor mopping, nylon brushes, scrubbing machines, vacuum cleaners (Wet & Dry) and other superior equipments and good quality solution used for and cleaning materials for above work/service

VII. PURCHASE DEPARTMENT

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors (Sq.ft.)	Twice in a week
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Twice in a week
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks , cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Soap solution to be provides at the wash basins	For each wash
10	Any other work/service with same purpose	As and when required
11	Napthalene Balls to be provided in the urinals and washbasin.	

Hand brushes, Wash basin brushes, wipers for glass cleaning, cotton mops, floor mopping, nylon brushes, scrubbing machines, vacuum cleaners (Wet & Dry) and other superior equipments and good quality solution used for and cleaning materials for above work/service

VIII. CO-OPERATIVE SOCIETY, IGS LAB, BANK AND CRECHE

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Once in a week
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Once in a week
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks, cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Any other work/service with same	As and when required

	purpose	
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Hand brushes, Wash basin brushes, wipers for glass cleaning, cotton mops, floor mopping, nylon brushes, scrubbing machines, vacuum cleaners (Wet & Dry) and other superior equipments and good quality solution used for and cleaning materials for above work/service

IX. REST ROOM HOUSEKEEPING

The following equipments and consumables shall be used for Housekeeping of Rest Rooms and all kinds of its attached rooms in the Sector.

(a)Equipments :-

1. Cotton Mopes
2. Hand brushes
3. Closet brushes
4. Washbasin brushes
5. Nylon brooms
6. Wipers
7. Scrubbing machine, Vacuum cleaner etc
8. Other superior Equipments.

(b)Consumables :-

1. Urine Cake
2. Naphthalene balls
3. Stain remover (to be used once in a week in all areas)
4. Bleach water (to be used Fortnightly in all areas)
5. Room Freshener (to be used daily)
6. Odonil (to be kept in the innovated areas of the Company always)
7. Soap solution (to be used for every wash in all areas.

Workers will be engaged for following shifts/Timing separately

General Shift 8.00 am to 4.00 pm	Administration, Accounts, All Officers Rooms and Estate
Round the clock (1 st shift, 2 nd Shift, 3 rd Shift)	All Gents Rest Rooms, Ladies Rest rooms, Engineering, Time Office, ETD, QA, Lab and R&D etc.

The worker engaged for rest room cleaning in a particular area will not be engaged or transferred to other in the sector during the day.

Methods

1. All the rest rooms and its all kind of attached rooms in the Sector should be maintained in good condition by hourly cleaning unhygienic appearance is disturbing the areas. The house keeping activities in the above said areas will

be performed by using the above said materials and equipments. The entry of the above said items brought in to the Company will be made in the entrance gate register in order to ensure its use.

2. All kind of steel and wooden Furniture and Glasses, Doors, windows should be maintained in good appearance by appropriate house keeping methods.
3. Cobwebs should be removed from the areas.

X. DISTRIBUTION OF HOT DRINKING WATER

To be done :

1. To provide Hot drinking water to all the sections under this Sector. The transportation, man power and the can for carrying water shall be arranged by the contractor at his own cost.
2. To ensure that the sufficient drinking water is available in the sections during working hours in the sections without any time limit.
3. The person engaged for water supply shall be healthy hygienic and without any kind of infection / diseases. The person engaged shall be exclusively for the work/service. No other work/service shall be assigned to him in addition to the water supply.
4. The person shall wear mask, cap, gloves and separate uniform not similar to the house keeping workers to ensure hygiene.
5. To get the signature of the APM / SAPM of the section at 10.00 AM, 1.00PM and at 10.00 PM as proof of availability of drinking water in the Section and produce this certification to Staff concerned at HR dept daily at 04.00 pm for verification.
6. The can used for carrying water will be always clean and hygienic. The can will be neatly cleaned daily with good quality detergent and hot water.

SECTOR III

1. QUALITY ASSURANCE & HP

FLOOR AND WALL AREA

- 1) QA Storage areas.
- 2) QA Section
- 3) Half Product checking areas
- 4) Officer's Cabin
- 5) Supervisor's Cabin
- 6) QA Corridor 60 m

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- 7) JIS BV/BP room
- 8) Wash Room
- 9) Surrounding area of QA Dept.
- 10) Reserve samples Storage Room
- 11) Old HP
- 12) ETD Online area

Method of cleaning in various Areas in QA Dept.

Floor cleaning once in a day in General Shift using Mop sticks and once in week with scrubber cum drier.

Sl. No.	AREA	Type of cleaning	Frequency of cleaning
1	Computer, Printers and UPS, equipments.	Dust Removal using Vacuum cleaners	Daily
2	Floor, Racks, Tables, Furniture, windows, Doors wall ceiling, Almirah etc.	Dust Removal using Vacuum cleaners	Daily
3	Floor, wall tiles, Work Table weighing Balance, Pedestrial Fans, Crates, Tables, Racks, Glass Panels, Aluminium doors, equipments, gauges, racks	Wet Moping	Daily
4	Cleaning of cob webs from ceiling and corners in the walls	using Vacuum cleaners	Weekly Once
5	Cleaning Electronics Light Frames, Fans, Panel Boards, Industrial Plugs etc.	Dry Moping	Daily
6	Cleaning of Fire Extinguishers	Dry Moping	Daily
7	Collection and disposal of Paper waste packing Material Waste, Condom (Dry and wet)	Removal from respective Bins	Daily
8	Equipments		
	a) DOKA EPT Machine		Daily
	b)Water Leak Tester Oil Condom (2 Machine)		Daily
	c) Water Leak Tester Dry Condom (Other Machine)		Daily
9	Cleaning of waste bins		Daily
10	Cleaning of toilets		Daily
11	Cleaning of crates		Weekly
12	Cleaning of Display Units		Daily
13	Soap solution to be provided at the wash basins.		For each wash
14	Cleaning with Appropriate Soap solution (Stainless Steel Testing area) for all water leakage testers available in FPQA		Once in a week
15	Cleaning of water tanks (2no.s) attached with water leak testers with appropriate solution.		Once in week

16	A/c drain water disposal and cleaning of Containers		As and when required (minimum twice a day)
17	Cleaning, draining and refilling of eye washes		Weekly once
18	Washing and drying of floor mats		Weekly once
19	In item no:3, sample collection basins also to be included		Daily

II. M.T. & R&D DEPARTMENT

AREAS.

(1) A/C Lab, (2) Non A/C Lab area, (3) Cabin of JSO & Mgr, (4) R&D area, (5) Packing material test equipment area, (6) Stairs leading to MT dept from QC area and Stairs near MT dept's toilet, (7)Gents & Ladies Toilet near the stairs, (8) Room adjacent to A/C Lab area, (9) Passage adjacent to JSO's cabin.

METHODS OF CLEANING IN VARIOUS AREAS IN MT, lab and R&D dept.

Wet moping should be done using wet mops, scrubbers, cloths etc. Dry moping should be done using dry mops, dungry cloths, sponges, vacuum cleaners etc in appropriate places.

A/C Lab area.

Sl. No	Place of cleaning	Type of cleaning	Frequency of cleaning
1	Equipments, computers, printers and UPS	Dust removal using vacuum cleaners.	Daily
2	Floor, racks, tables, furniture, windows, doors, walls, ceiling , Almirah etc.	Dust removal using vacuum cleaners.	Daily
3	Floor, wall tiles, work table, tables, racks, glass panels, aluminium doors etc.	Wet moping	Daily
4	Cleaning of cob webs from ceiling and corners in the walls.	Using vacuum cleaner	Weekly Once
5	Cleaning of electronic light frames, fans, panel boards, industrial plugs etc.	Dry moping	Daily
6	Cleaning of eyewash, fire extinguishers etc.	Dry moping	Daily

7	Collection and disposal of paper waste, latex waste, rubber waste, chemical waste, glass waste, cotton waste, plastic waste etc.	Removal from respective bins	Daily
8	Removal of cobwebs from ceiling and corners in the walls	Using vacuum cleaner	Weekly Once
9	Cleaning electric light frames, fans, panel boards, industrial plugs	Using vacuum cleaner, dry moping etc	Weekly Once

Non A/C Lab area.

All the items given under A/C Lab area to be done in the Non A/C Lab area also.

R&D Section.

All the items given under A/C Lab.

Packing material test lab.

All the items given under A/C Lab.

Cabins of J S.O and Manager of MT lab

Sl. No.	Place of cleaning	Type of cleaning	Frequency
1	Floor, walls, roof, table top, racks, computer, printer, UPS, windows, doors etc.	Using vacuum cleaner & thereafter Wet moping	Daily
2	Removal of cob web	Vacuum cleaner	Weekly once

Stairs leading to MT lab and R&D dept.

Sl. No	Place of cleaning	Type of cleaning	Frequency
1	Floor and steps.	Vacuum cleaning	Daily
2	Hand rails, display board etc.	Dry moping	Daily
3	Floor and steps	Wet moping	Daily
4	Removal of cob webs in the ceiling	Using vacuum cleaner	Weekly once.

Room adjacent to MT lab and R&D dept.

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Sl.No	Place of cleaning	Type of cleaning	Frequency
1	Floor, equipment, racks, window, tables etc.	Vacuum cleaning. Thereafter Wet moping for floor.	Daily.
2	Dusting of fan, electrical switches, tube light frames etc.	Dry moping.	Daily.

Passage adjacent to JSO's Cabin

Sl.No	Place of cleaning	Type of cleaning	Frequency
1	Floor cleaning.	Vacuum cleaning.	Daily.
2	Cleaning of Floor.	Wet moping.	Daily.
3	Dusting of electrical switches, tube light frames glass partitions etc.	Dry moping.	Daily.
4	Removal of cobwebs from ceilings.	Using vacuum cleaner.	Weekly once.

III. ELECTRONIC TESTING DEPARTMENT

Sl. No.	AREA AND EQUIPMENTS
1.	Complete dust removal from floor, machine parts and surroundings. – cleaning with brush – Night shift if required
2.	Floor Cleaning by vacuum cleaning. Continuous wet mopping of floor after every vacuum cleaning - using vacuum cleaner
3.	Wet mopping of platform, machine, machine railings and other - using cleaning brush
4.	Areas during stoppage of machine (3 times per shift) cleaning of mats provided at various entry points (Two times Daily) – using cleaning brush
5.	Wet mopping and vacuum cleaning (3 times per shift) in the newly constructed side rooms and wash rooms, which includes mini store, cabins, Officers cabin, record room, wash area, change room etc. – using vacuum cleaner
6.	Computer cleaning, rack cleaning at various locations – using vacuum cleaner
7	Cleaning of drains in the newly constructed side rooms – using cleaning brush.
8	Cobweb removal from all the areas of ETD (to be done once in 2 days and whenever necessary) - with cleaning brush
9	Cleaning of men's toilets, Ladies toilets, and toilets near officers cabin of ETD (Thrice in a shift) Every one hour. – with cleaning brush

10	Chappal Cleaning – using hot water
11.	Cleaning of First Floor - Twice in a week – with vacuum cleaner
12	Cleaning of condom stock rooms in ETD - with cleaning brush
13	Rack and Almirah cleaning - with cleaning brush
14	Rack cleaning at various locations. - with cleaning brush
15	Glass cleaning in all areas using proper cleaning blade

IV. TIME OFFICE & RECEPTION & ITS FIRST FLOOR

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors (Sq.ft.)	Continuously
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Any other work/service with same purpose	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work/service

V. SECURITY

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors (Sq.ft.)	Once in a week
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily

7	Almirahs top, Racks , cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Any other work/service with same purpose	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work/service

VI. AMBULANCE ROOM

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors (300 Sq.ft.)	Twice daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks , cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Any other work/service with same purpose	As and when required
10	Medical equipments may be cleaned	Daily
11	Medical files are to be dusted	Weekly
12	Fridge and component parts are to be cleaned	Weekly

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work/service

VII. IT Department

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily

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4	Dusting coir mats inside the room	Once in a week
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks , cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Any other work/service with same purpose	As and when required
10	Cleaning of floors at computer room- with water	Daily
11	Cleaning of floors at Hard ware room & internet Kiosk- with water	Daily
12	Waste Removal at all sections (to control rats)	Daily
13	Drinking water filling	Daily
14	UPS room cleaning	Weekly

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work/service

VIII . CORRIDORS/ COMMON AREA

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks , cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Any other work/service with same purpose	As and when required
10	Cleaning of all drains in the factory premises	Once in a month
11	Cleaning of roofs of the building in the factory premises	Once in 3 months

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work/service

IX. HR Department

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks , cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Any other work/service with same purpose	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work/service

X. ACCOUNTS

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Daily
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks , table top, chairs cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Record room rack & floor area	Once in a week
10	Any other work/service as directed by the Head of Department.	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work/service

XII. REST ROOM HOUSEKEEPING

The following equipments and consumables shall be used for Housekeeping of Rest Rooms and all kinds of its attached rooms in the Sector.

(a) Equipments :-

1. Cotton Mopes
2. Hand brushes
3. Closet brushes
4. Washbasin brushes
5. Nylon brooms
6. Wipers
7. Scrubbing machine, Vacuum cleaner etc.
8. Other superior Equipments.

(b) Consumables :-

1. Urine Cake
2. Naphthalene balls
3. Stain remover (to be used once in a week in all areas)
4. Bleach water (to be used Fortnightly in all areas)
5. Room Freshener (to be used daily)
6. Odonil

Workers will be engaged for following shifts/Timing separately

General Shift 8.00 am to 4.00 pm	Administration, Accounts, All Officers Rooms and Estate
Round the clock (1 st shift, 2 nd Shift, 3 rd Shift)	All Gents Rest Rooms, Ladies Rest rooms, QA, HP, TS & MT, ETD etc.

The worker engaged for rest room cleaning in a particular area will not be engaged or transferred to other in the sector during the day.

Methods

1. All the rest rooms and its all kind of attached rooms in the Sector should be maintained in good condition by hourly cleaning unhygienic appearance is disturbing the areas. The house keeping activities in the above said areas will be performed by using the above said materials and equipments. The entry of the above said items brought in to the Company will be made in the entrance gate register in order to ensure its use.

2. All kind of steel and wooden Furniture and Glasses, Doors, windows should be maintained in good appearance by appropriate house keeping methods.
3. Cobwebs should be removed from the areas.

XIII. CORRIDORS

Sl. No	Area / Items to be cleaned & cleared	Frequency
1.	Cleaning of floors	Daily
2.	Cabins, Rooms, Fans, Switch Boards, Lights Glasses, Doors, Windows, Hand rails, Panel board areas, Computer and its tables, Surfaces of all equipments, and pipe lines, drain lines etc.	Daily
3	Plastic/rubber mats at the opening and inside the room	Daily
4	Dusting coir mats inside the room	Once in a week
5	Approach areas to the section	Daily
6	Other Office equipments	Daily
7	Almirahs top, Racks, cleaning	Once in a week
8	Wall and Wall tiles	Daily
9	Soap solution to be provides at the wash basins	For each wash
10	Any other work/service with same purpose	As and when required

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet & Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work/service

XIV. DISTRIBUTION OF HOT DRINKING WATER

To be done :

1. To provide Hot drinking water to all the sections under this Sector. The Transportation, manpower and the can for carrying water shall be arranged by the contractor at his own cost.
2. To ensure that the sufficient drinking water is available in the sections during working hours in the sections without any time limit.
3. The person engaged for water supply shall be healthy hygienic and without any kind of infection / diseases. The person engaged shall be exclusively for

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the work/service. No other work/service shall be assigned to him in addition to the water supply.

4. The person shall wear mask, cap, gloves and separate uniform not similar to the house keeping workers to ensure hygiene.
5. To get the signature of the executive in charge of the section at 10.00 AM, 1.00PM and at 10.00 PM as proof of availability of drinking water in the Section and produce this certification to Staff concerned at HR dept. daily at 04.00 pm for verification.
6. The can used for carrying water will be always clean and hygienic. The can will be neatly cleaned daily with good quality detergent and hot water.

XV RECREATION CLUB

SL.NO	AREA/ITEM TO BE CLEANED & CLEARED	FREQUENCY
1	Gents and Ladies wash room Cleaning of toilet, wash basins , urinals	Daily
2	All wash basins Inside and outside the club hall	Daily
3	Reading room sweeping and moping	Daily
4	Balcony and TV watching area sweeping and moping	Daily
5	Recreation club front area, library, Reading room, All floor area including stair case sweeping and moping	Daily
6	Stage with wooden floor	Once in a week
7	Main hall(Wooden tiles) with brushes/mopes	Once in a week
8	Stage and Green room, other one Makeup room	2 times in a week
9	Library floor wet moping	2 times in a week
10	Floor cleaning and dust cleaning of equipment at Health club	2 times in a week
11	C leaning of all glasses and windows and to be sprayed with glass spay, wipes and cleaning towels.	2 times in a week
12	Floor mat cleaning	Twice in a month
13	Cob web cleaning	Once in 2 months
14	Cleaning of roof	Once in 3months
15	Water tank cleaning	Once in 6months

Hand Brushes, Wash basin brushes, Wipers for glass cleaning, Cotton Mops, Floor moping, Nylon brushes, Nylon brooms, scrubbing machines, Vacuum Cleaners (Wet

& Dry), and Other Superior equipments and good Quality solution used for and cleaning materials used for above work/service

SL NO:	NAME/DISCRPTION	UNIT	QTY
1	Floor cleaner	30	Liters
2	Glass cleaner	2	Liters
3	Liquid Odour Counteractant	25	Liters
4	Toilet Bowl cleaner	25	Liters
5	Steel Polish	1	Liters
6	Cleaning Tools(Floor, Glass, Walls etc)	As required	
7	Cleaning Consumables(Mop refills, Odonil, Naphthalene balls etc)	As required	
8	Soap Oil(For canteen purpose)	100	Liters
9	Bleach Water	50	Liters
10	Soda Ash	25	KG
11	Dish washer	55	KG
12	Bleaching Powder	25	KG
13	Urinal Cakes	50	Nos.
14	Phenoyl	40	Liters

LIST OF HOUSEKEEPING MATERIALS AND MINIMUM QUALITY TO BE USED PER MONTH

All the cleaning materials required for the cleaning as detailed above shall be procured by the firm and the standard of the cleaning materials and chemicals proposed to be used (to be got approved by the HLL Officials) shall be specified in the tender. The quantities are only indicative and the minimum required. Depending on the usage and consumption the actual quantity may be more than the above. The contractor has to procure and use material as per actual requirement after due approvals from HLL Officials.

The rates for housekeeping equipment shall be provided on rental basis, however, all the equipment shall be stationed at respective locations to facilitate the cleaning schedule.

SPECIAL CONDITIONS

- 1) The Applicant shall at his own cost comply with the provision of labour laws, rules, orders and notifications whether central or state or local if applicable to him or to this contract from time to time if applicable. These Acts/Rules include the Minimum Wages Act, 1948, The ESI ACT 1948, the Payment of Gratuity Act, 1972, the Payment of Bonus Act, 1965, the Payment of Wages Act, 1936, the Employees Provident Fund & Miscellaneous Provisions Act, 1952 etc.
- 2) If applicable, the applicant will be required to pay minimum wages and Goods & Service Tax as per rules. The applicant will maintain proper record as required under the law/ acts deductions if applicable.
- 3) In case the applicant fails to execute/ perform the assigned works/service or a part thereof, HLL shall be authorized to deduct an amount as deemed fit by HLL from the bills of the applicant and damages will be charged to the extent of loss. In case of any unsatisfactory service, deduction up to 10 % of the amount due during the month will be imposed on the applicant. Incase of late attendance/ absence during working hours/ loitering during working hours by any of your personnel, HLL reserves the right of reduction of any amount from the bills payable.
- 4) If any of the persons engaged by the applicant misbehaves with any of the officials of HLL or commit any misconduct with regard to the property of the HLL or suffers from any serious communicable disease, the Applicant shall replace them immediately. In case Authority of HLL feel that the conduct of any of Applicant's employees is detrimental to the interests of HLL, the competent authority of HLL shall have the unqualified right to request for the removal of such employee either for incompetence, unreliability, misbehavior, security reasons etc., while on or off the job. The Applicant shall comply with any such request to remove such personnel at Applicant's expense unconditionally within the time limit allowed by HLL.
- 5) The applicant shall not engage/employ persons below the age of 20 years and above the age of 55 years.
- 6) The applicant shall get the antecedents of the persons engaged by him verified from police station concerned and produce a certificate in this regard to HLL.
- 7) The Applicant shall pay wages directly to his workmen through bank accounts only. The applicant shall also ensure that no amount by way of commission or otherwise is deducted & recovered from the wages.
- 8) The applicant shall provide necessary insurance coverage to his workmen engaged in the execution of this contract so as to hold the HLL non liable for any act from applicant's workmen in case of any accident mishap including death. The insurance cost of personnel working for the applicant at the site shall be borne by the applicant.
- 9) The applicant shall deploy adequate number of persons for execution of the work/service undertaken on contract regulating their working hours and weekly off within the statutory limits. The applicant shall be responsible for payment of

overtime wages to his workmen if any, in case they are required to work/service beyond the prescribed hours under law.

- 10)a) Applicant shall provide proper identification cards to his employees to be deputed by him for work/service as per the prescribed format.
b) The applicant shall provide uniforms, shoes and other safety equipments to the employees engaged by him.
- 11) The personnel deployed by the applicant for the job shall meet the following requirements:
 - i) Should be medically fit.
 - ii) Should possess good conduct and discipline.
 - iii) Should not have a criminal record.
- 12) Applicants are advised to inspect and examine the site and assess the manpower required in a professional manner. In case HLL feels that work/service is not performed in a satisfactory manner after commencement of operations, the successful applicant shall be asked to increase the manpower as required at their own cost.
- 13) An applicant shall be deemed to have full knowledge of the site whether he inspects or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The applicant shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access, facilities for workers and all other services required for executing the work/service.. Submission of this application implies that the applicant has read this notice and all the documents and has made himself aware of the scope and specifications of the work/service to be done, local conditions and other factors having a bearing on the execution of the work/service.
- 14) The requirement given in the scope of work/service is only indicative. HLL reserves the right either to increase or decrease it as per requirement. The decision of HLL in this regard shall be final and binding on the Applicant. The payment to applicant will be based on the actuals measured at site.

SUBMISSION OF PRICE BID

- 15) The price bid shall clearly mention the amount quoted for the service (including all taxes and duties as applicable) in both words and figures. In the event of any difference between the figures and words, the amount indicated in words shall be taken into account. Similarly, if there is any difference between the rates quoted and total amount, the rate quoted shall be taken into account.

The applicant should indicate the rate quoted for each person per month for the activity for which they have applied.

- 16) Income Tax: Any payment to the applicant as per contract will be made after deducting income tax as per the rules and regulations.
- 17) The tendered rate shall remain firm and free from variation due to rise in the cost of materials/equipment, or any other reasons whatsoever during the contract period of two years and valid extension.

SECTION IV

LETTER OF TRANSMITTAL

From:

To

**SENIOR MANAGER (PURCHASE)
HLL Lifecare Limited,
PEROORKADA FACTORY,PEROORKADA.
Thiruvananthapuram- 695 006.
Phone – 0471-2437270**

Subject: Submission of Tender for *Providing Housekeeping services at Peroorkada factory and Packaging unit of Balaramapuram, HLL Lifecare Limited, Thiruvananthapuram*

Sir,

Having examined the details given in the tender documents for the above work/service, I/we hereby submit the tender document along with the price.

- 1.I/We hereby certify that all the statements made and information supplied are true and correct.
- 2.I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
- 3.I/We also authorize HLL Lifecare Limited to approach individuals, employers, firms and corporation to verify our competence and general reputation
- 4.I/We hereby certify that the price quoted are firm for the contract period of two years and will not vary for the above work/service.

Name of work/service
Enclosures

Certificate from

Seal of Applicant
Date of submission

Signature(s) of Applicant

INITIAL FILTER

The initial filter is as per checklist below.

INITIAL FILTER OF APPLICANTS – CHECKLIST

Name of Applicant:

No.	Criteria	Yes	No
1	Has the Applicant abandoned any work/service in the last seven years or has it been blacklisted by any Government department / PSU or have any of its contracts terminated for failure to perform?		
2	Has the Applicant involved in more than one litigation in the last five years?		
3	Has any misleading information been given in the Application?		
4	Has the Applicant suffered bankruptcy / insolvency in the last seven years?		
5	Is the Applicant not having the required turnover for the work/service?		
6	Has the Applicant not submitted the details of experience for the services mentioned in the eligibility criteria?		
7	Has the applicant penalized by EPF,ESI authorities		

Note: A “YES” answer to any of the questions will disqualify the applicant.

The Applicants who do not pass the initial filter test shall not be evaluated further.

FORM 'A'

FINANCIAL INFORMATION

- I. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly certified by the Chartered Accountant. (Copies to be attached).

Profit/Loss for the year	2015-16	2016-17	2017-18

- A. Gross Annual turn over.

Years		
2016-17	2017-18	Average Annual Turnover

- II. The following certificates are enclosed:
1. PAN
 2. Goods & Service Tax Registration copies

Signature of Chartered Accountant with Seal

Signature of Applicant

FORM 'B'

**DETAILS OF SERVICES EXECUTED DURING THE LAST THREE YEARS
ENDING LAST DAY OF THE MONTH OF**

APRIL 2018

Sl. No	Name of work/service and location	Owner or sponsor	Type of Activity**	Area in Sq. ft.	Total Charges per annum	Date of commencement as per contract and duration of the contract executed	Whether performance report attached on behalf of Client in form D	Litigation/arbitration pending /in progress with details*	Name and address /telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

* Indicate gross amount claimed and amount awarded by the Arbitrator.

** Indicate whether service provided for PSU/Govt : establishment/ others.

Signature of Applicant

FORM 'C'

CONTRACTS UNDER EXECUTION OR AWARDED

Sl. No	Name of work/services and location	Owner or sponsor	Type of Activity**	Area in Sft.	Total Charges per annum	Date of commencement as per contract and duration of the contract executed	Whether performance report attached on behalf of Client in form D	Litigation/arbitration pending /in progress with details*	Name and address /telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

*Indicate gross amount claimed and amount awarded by the Arbitrator.

**Indicate whether service provided for PSU/Govt establishment/others

Signature of Applicant

FORM 'D'

**PERFORMANCE REPORT OF WORKS /SERVICES REFERRED TO IN FORM "B"
& "C"**

1. Name of work /service /Project & Location.
2. Agreement No.
3. Estimated Cost.
4. Tendered Cost
5. Date of start
6. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any.
9. Performance Report

1) Quality of work/service	Very
Good/Good/Fair/Poor	
2) Financial soundness	Very Good/Good/Fair/Poor
3) Technical Proficiency	Very Good/Good/Fair/Poor
4) Resourcefulness	Very Good/Good/Fair/Poor
5) General behavior	Very Good/Good/Fair/Poor

Dated:

Authorized representative of Client.

FORM 'E'

STRUCTURE & ORGANIZATION

1. Name & Address of the applicant
2. Telephone No./Fax No.
3. Legal status of the applicant (attach copies of original document the legal status).
 - (a) An individual
 - (b) A proprietary firm
 - (c) A firm in partnership
 - (d) A limited company or Corporation or charitable society registered under the act
4. Particulars of registration with various Government bodies (attach attested photocopy).

Organization/ Place of registration

Registration No.

- 1.
- 2.
- 3.

5. Names and Titles of Directors & Officers with designation to be concerned with this work/service.
6. Designation of individuals authorized to act for the organization.
7. Was the applicant ever required to suspend operation for a period of more than one month continuously after you commenced the operation? If so, give the name of the project and reasons of suspension of work/service.
8. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work/service before its completion? If so, give name of the project and reasons for abandonment.
9. Has the applicant or any constituent partner in case of partnership firm, even been debarred/black listed for tendering in any organization at any time? If so, give details.
10. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
11. Has the applicant any valid VAT/Services or Works/ Contract Tax registration with the Sales Tax Department?
12. Any other information considered necessary by not included above.

Signature of Applicant

Section V
PRICE BID

I. As detailed in Section III (Scope of work/service)

Sl. No.	Service	Details	No. of Personnel	Unit Rate (Rs.) including GST	Amount (Rs.)
1	Housekeeping Services	Supervisor	2		
		Housekeeping Staff	58		
Total Amount per Month in Rs.					
Total Amount per Annum in Rs. (A)					
Consumables and Chemicals cost per month (B)					
Sl.No	Description/ Name	Unit	Qty	Unit Rate	Amount
1	Floor Cleaner	Liters	30		
2	Glass Cleaner	Liters	2		
3	Liquid Odour Counteractant	Liters	25		
4	Toilet Bowl Cleaner	Liters	25		
5	Steel Polish	Liters	1		
6	Cleaning Tools (Floor,Glass,Walls etc)		As required		
7	Cleaning Consumables(Mop refills Odonil, Naphthalene balls etc)		As required		
8	Soap Oil	Liters	100		
9	Bleach water	Liters	50		
10	Soda Ash	KG	25		
11	Dish wash powder	KG	55		
12	Bleaching Powder	KG	13		
13	Urinal Cakes	Nos	50		
14	Phenol	Liters	40		
Housekeeping equipment(Rent/Month)					
15	Wet &dry vacuum	Nos	03		
16	Single disc machine	Nos	02		
17	Backpack vaccum	Nos	01		
18	High Pressure Jet machine	Nos	02		
19	Walk behind manual sweeper	Nos	02		
Total Amount per Month in Rs.					
Total Amount per Annum in Rs. (B)					
Grand Total per Annum (A+B)					

Signature of Applicant

Note: If any other requirement arises other than above items during the contract period same may be provided by the contractor.

II. Price breakup for manpower cost:

Manpower Charges			
	Housekeeping Staff	Supervisor	
BASIC			
DA			
*EPF @ _____%			
*ESI @ _____%			
Any other charges (to be specified)			
**Service Charges @ _____%			
TOTAL			
GST @ _____%			
Total rate Per month Per person			
No. of persons	58	2	
Monthly amount in Rs.			

*EPF and ESI rates given shall include **employer** contribution. (Including admin & EDLI charges)

**Service charges shall include administration OHs, Uniform expenses, profit margin and all other charges.

PROVIDING HOUSEKEEPING SERVICES AT MANUFACTURING FACILITY, PEROORKADA AND PACKAGING FACILITY, BALARAMAPURAM OF HLL LIFECARE LIMITED, TRIVANDRUM			
S. No.	Particulars	Period of Contract	Total Cost for Two years
1	Housekeeping Services for Peroorkada factory and Balaramapuram Depot.	2018-2020	In figures Rs. _____
			In Words Rupees _____ _____ Only

Signature of Applicant along with seal